

**State of Illinois  
Department of Central Management Services  
Bureau of Personnel  
Springfield, Illinois 62706**

**Supplementary Examination Announcement**

**PUBLIC SERVICE ADMINISTRATOR - 37015**

Monthly Salary Range: \$3116 - \$9765

Option 6F: Infectious Disease

(TB, HIV/AIDS, Communicable Diseases, Immunization/Vaccine Preventable Diseases)

**General duties:**

A Public Service Administrator opt 6F, under direction, reviews information about new outbreaks, assures that information is given to local health departments to appropriately guide their investigations; provides technical assistance through regional staff to local health department personnel on investigation of outbreaks; applies epidemiologic principles to the design, implementation and evaluation of outbreak investigations; maintains a computer database of records of outbreaks; assures documentation is submitted; reviews completed outbreak files; determines if a vehicle can be established as the source of outbreak.

A Public Service Administrator opt 6F, under administrative direction, develops, directs, coordinates and supervises the delivery of infectious diseases health education/risk reduction programs to targeted populations such as sexually active adults, intravenous drug users, school age youth and racial/ethnic minority populations throughout the State; develops standards for the delivery of health education/risk reduction programs; develops and utilizes professional channels of communication with federal, state and other agencies to gain technical skill and knowledge.

A Public Service Administrator opt 6F, under direction, serves as the Statewide coordinator of the Infectious Disease Surveillance Program responsible for direction, coordination and supervision of staff implementing activities necessary to meet state and federal requirements concerning the reporting, follow-up and evaluation of surveillance-related information; analyzes infectious disease reporting systems within the public and private sector to identify deficiencies and develops strategies to improve them.

**The requirements for a minimal passing grade are as follows:**

**Training and Experience:** Requires possession of a Bachelor's degree in public health, registered nursing, microbiology, sociology, anthropology, veterinary medicine, biology, psychology, chemistry, epidemiology or a related field PLUS four years of professional experience in communicable disease or infectious disease surveillance and/or control programs at the local, state or federal level. It is highly desirable that the professional experience provide:

- (1) Ability to investigate individual cases and epidemics of communicable disease;
- (2) Ability to participate in the investigation analysis/evaluation of outbreaks of communicable disease.

(Continued on reverse side)

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**YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.**

You may either send a completed application (CMS 100) to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, IL 62706 or apply online at <http://work.illinois.gov>. Your training and experience will be evaluated from your application.

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**AN EQUAL OPPORTUNITY EMPLOYER**

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Established 2-1-02, BBR Salary 7-1-13, Grade Statement Added 5-07-02, Regions Established 9-10-02, Central Region Changed 9-18-02, County Changes 3-8-10, Regions Removed 1-1-11

Length of eligibility period: One year.

Tests and weights: Training and experience 100%.

Counties in which positions are established: Champaign, Cook, DuPage, Madison, Peoria, Sangamon, Williamson, Winnebago.

Counties listed include all counties in which positions have been established, and do not represent immediate openings. This listing is based on information currently available and is subject to change.